



**LAND SUBDIVISION COMMITTEE MEETING MINUTES**  
**February 5, 2015**

**ATTENDANCE**

<b>Land Subdivision Committee Members</b>	<b>Staff</b>
Gregg Humphrey, Chairman	Joe Zeibert
Nate Bottom, Vice-Chairman	Steve Keenan
Mike Johnson	Peter Jordet
John Harris	
Elliot McKinley	<b>Others</b>
Jeph Bassett	Jeremy Smith – Martin Engineering
Brad Bixby	John Raynolds – Raynolds, Higginbotham & Associates, Inc.
Brian Wright	
Lori Williams	
Cyndi Knowles	
Paul O'Shea	

- **CALL TO ORDER**

Gregg Humphrey called the meeting to order at 1:30 PM.

- **MINUTES OF MEETING**

Gregg Humphrey asked if there were any changes or corrections to the January 8, 2015 Land Subdivision Committee meeting minutes. Humphrey said hearing none, the meeting minutes would stand as approved.

- **ACTION ITEMS**

See attached

- **UNFINISHED BUSINESS AND NEW BUSINESS**

There was no unfinished business. There was no new business.

- **ADJOURNMENT**

Lori Williams made a motion, seconded by Nate Bottom, to adjourn the meeting. The meeting adjourned at 1:33 PM.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

**FILE NO.** 2001-14

**CENSUS TRACT #** 36.03

<b>NAME OF SUBDIVISION:</b>	Oak Park Estates – 1st Addition – Lot 34 – Partial Plat of Vacation
<b>JURISDICTION:</b>	City
<b>DATE OF MEETING:</b>	February 5, 2015
<b>OWNER:</b>	Oak Park Estates, L.L.C.
<b>ENGINEER:</b>	Martin Engineering Company
<b>DESCRIPTION:</b>	Pt. NW ¼, Sec. 2, T15N R6W, North side of Greenbriar Road, west of Archer Elevator Road
	0.25      Acres      1      Lots
<b>MOTION TO RECOMMEND:</b>	Approve; Subject to
<b>BY:</b>	Nate Bottom
<b>2<sup>ND</sup> BY:</b>	Lori Williams
<b>VOTE:</b>	Unanimous

Jeremy Smith, Martin Engineering, was present to answer questions about the Partial Plat of Vacation.

Joe Zeibert, Regional Planning Commission, said lot bearings and distances for lot 34 need to be included on the plat. He said the document number on the plat and surveyors certificate need to be changed to match.

Nate Bottom, City Engineer, deferred his comments to Lori Williams.

Lori Williams, City Traffic Engineer, stated a professional land survey seal, original signature, and date of signing should be on the plat. Williams said a subdivision description such as section, township, range, and principal meridian; and if applicable lot, block, and name of subdivision should be on the plat.

Nate Bottom made a motion to approve the partial plat of vacation, subject to:

- 1) Bearing and distances for lot 34 included;
- 2) Correcting document number on plat and surveyors certificate;
- 3) Provide the section, township, range, and principal meridian on the plat; and
- 4) Identify on the plat the description of lot, block and name of subdivision.

Lori Williams seconded the motion and the vote to approve was unanimous.

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**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

**FILE NO.** 2001-18

**CENSUS TRACT #** 36.02

<b>NAME OF SUBDIVISION:</b>	Salem Estates West – 4 <sup>th</sup> Addition – Lot 101 – Partial Plat of Vacation
<b>JURISDICTION:</b>	City
<b>DATE OF MEETING:</b>	February 5, 2015
<b>OWNER:</b>	Robert B and Sarah Soloman
<b>ENGINEER:</b>	Raynolds, Higginbotham & Associates, Inc.
<b>DESCRIPTION:</b>	Pt. NW ¼, Sec. 35, T16N R6W, Northwest corner of Longfellow Drive and Buffett Drive
	<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;">.26</div><div>Acres</div><div style="text-align: center;">1</div><div>Lots</div></div>
<b>MOTION TO RECOMMEND:</b>	Approve; Subject To
<b>BY:</b>	Nate Bottom
<b>2<sup>ND</sup> BY:</b>	Lori Williams
<b>VOTE:</b>	Unanimous

John Raynolds, Raynolds, Higginbotham, & Associates, presented the Partial Plat of Vacation. He said the owner is trying to vacate half of a fifteen foot easement on the north side of the property so a swimming pool can be built.

Joe Zeibert, Regional Planning Commission, said the acreage and square footage for lot 101 shall be provided on the plat. He said the bearing for the east side of the lot shall be identified. Zeibert stated the radius for the curve on the southeast corner of the lot shall be provided. Zeibert said a signature block for the Planning Commission and City Engineer sign-off needs to be included on the plat.

Nate Bottom, City Engineer, said section, township, range, and principal meridian shall be added to the face of the plat. He said the area surveyed should be shown on the face of the plat to the nearest one thousandth of an acre.

Nate Bottom made a motion to approve the partial plat of vacation, subject to:

- 1) Acreage and square footage of the lot;
- 2) Providing a bearing for the east side of the lot shown;
- 3) Providing a radius for the curve at the southeast corner of the lot;
- 4) A signature block for the Planning Commission and City Engineer is provided;
- 5) Adding the section, township, range, and principal meridian to the face of the plat; and
- 6) The area surveyed shown on the face of the plat to the nearest one thousandth of an acre.

Lori Williams seconded the motion and the vote to approve was unanimous.